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KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

THIS MEMO HAS BEEN UPDATED BY OSUP MEMORANDUM #2015-18

September 11, 2014

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2015-07

TO: LaGov HCM Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Important Changes to Payroll Deductions for Statewide Vendor Products

In conjunction with the Office of Group Benefits' (OGB) 2015 plan year changes, the following changes to statewide vendor products will be effective for payroll deductions beginning January 1, 2015:

- **All** statewide vendor products eligible for the Flexible Benefits Plan will be sheltered for all employees enrolled in any OGB health plan or statewide vendor product that is eligible for the Flexible Benefits Plan.
- All enrollments and changes to any statewide vendor product will **only** be allowed during annual enrollment, whether the product is included in the Flexible Benefits Plan or not, unless the employee has a qualifying event. (No new deductions, no changes, and no cancellations can be made after the November 14, 2014 entry deadline.)

Agencies should advise all of their employees of these changes. If there are any questions on this information, please contact a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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c: Ray Harrison, Office of Group Benefits